

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL	6/06	2/12	4	4.5
CHAPTER Chapter 4. The Reimbursement System		SUBJECT Access to the CACFP Web-based System			

Individuals request access to the CACFP Web-based system by completing a Network User Access Request form (MO-300-1608E) located at: <http://health.mo.gov/cacfp> under Applications and Forms. Access is granted to individuals on behalf of the contracted institution, blanket access is not granted. Individual user ID's and passwords **may not** be transferred to others or shared.

The individual user or the authorized representative must contact the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) in writing if the user is leaving employment or changing job duties, so that access may be revoked immediately.

Misuse of another individual's user ID and password will not be tolerated. Access will be revoked immediately, and may only be restored by submitting a Corrective Action Plan to MDHSS-BCFNA detailing how individual passwords will be protected and not shared. Claims for reimbursement submitted through misuse of another individual's user ID and password will be considered invalid, and must be repaid in full to the MDHSS-BCFNA.

The following additional measures will be taken to ensure the security of the institution's access to the CACFP web-based system:

- The owner or the CACFP authorized representative named on the CACFP Application must sign the Network User Access Request Form.
  - *If the CACFP authorized representative changes after the application is submitted, the MDHSS-BCFNA must be notified by letter. The letter should include the signature of the new CACFP authorized representative.*
- The number of individuals allowed access for an independent center is limited to two people.
- An individual's User access will be deleted if the user does not log-in to the system for a continuous six-month period.